

1 AUGUST 1995



Personnel

**OFFICIAL PHOTOGRAPHS OF AIR FORCE
GENERAL OFFICERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-26, *Military Force Management*, and establishes policies and procedures for general officer (GO) official photos. It requires GOs and colonels selected for promotion to the grade of brigadier general (Brig Gen) to submit photos for Air Force use, and it assigns specific responsibilities. This instruction also applies to the Air National Guard (ANG) and United States Air Force Reserve (USAFR), including individual mobilization augmentees (IMA).

SUMMARY OF REVISIONS

This is the first publication of Air Force Instruction (AFI) 36-2632; the office of primary responsibility (OPR) has changed to the Air Force General Officer Matters Office (AFGOMO). It substantially revises Air Force Regulation (AFR) 36-93 and complements AFI 35-302, *USAF Fact Sheets and Official Biographies Guidance and Procedures*; and deletes excess information and updates photo program policies and procedures.

Section A—General Information

1. Use of Official Photographs. All extended active duty (EAD), USAFR, and ANG GOs (and colonels selected for promotion to Brig Gen) must have an official color photo. The photo is a functional part of the HQ USAF GO Selection Folder maintained by AFGOMO (for GOs on EAD); HQ USAF/REPS (for non-EAD USAFR and IMA GOs); and NGB-GO/AF (non-EAD ANG GOs). The photo is also used to support GO assignment and promotion nominations; respond to public and internal information requests; and, in the case of EAD and ANG GOs, prepare the individual's official Air Force biography.

2. When New Photographs Are Required. All EAD, USAFR, and ANG GOs and colonels selected for promotion must have a color photo taken within 30 calendar days of promotion to the next higher grade. Officers may elect to have photos taken at other times, as needs dictate (e.g., before promotion selection boards, nomination for assignment, etc).

3. Distribution of Official Photographs. See Table 1.

4. Responsibilities and Procedures:

4.1. Individual Officers. See paragraph 2. Contact the servicing base visual information support center (BVISC) to schedule a photo appointment within 30 calendar days of the promotion effective date. Ensure all photos are properly labeled (see paragraph 4.3.6.) and distributed according to Table 1. Officers assigned to the Pentagon may have their photo taken at Photographic Services (HQ 11 CS/SCUP, Pentagon, Room 1C600, DSN 225-2603). Officers may use commercial photographers if the guidelines established by this instruction are met; however, the officer must bear all costs.

4.2. Office of Public Affairs Resource Library (SAF/PAC). Maintain adequate supply of GO photos. Respond to internal, public, and media requests for GO photos.

4.3. BVISCs. Provide color photographic support to those individuals listed in paragraph 2. of this instruction.

4.3.1. If the officer is wearing a service dress uniform with shoulder rank insignia, use the formal head and shoulders pose. Have the officer face the camera directly, with the body turned approximately 45 degrees to the right (left shoulder forward to the camera).

4.3.2. If the officer is wearing a service dress uniform with sleeve rank insignia, use the head and torso pose with hands folded in front, right over left, resting on a dark support.

4.3.3. Use a large or medium format camera with the appropriate portrait lens.

4.3.4. The studio area should be large enough to allow subject placement approximately 6 feet from background and hair lights. Also use key and fill lights, and position the camera about eye level. Use a solid color backdrop and lighting that gives a neutral gray background. Flags (United States and Air Force, or United States and ceremonial) may be included in background (officer's option).

4.3.5. Use color film with ASA not to exceed 200. Process film and negatives according to the manufacturer's recommendations. Negative retouching is authorized, but don't retouch the photo. Electronic manipulation of the image is not authorized. Take as many exposures as necessary to obtain required composition or technical quality.

4.3.6. Finished photos will be 8- by 10-inches, in color, without a border or frisket. Use a self-adhesive label to place officer's name, SSAN, and date of photo on reverse of finished photo and all copies.

4.3.7. Notify officer when completed photo is ready. If the officer disapproves the photo, give an additional sitting as requested.

4.3.8. Once the officer approves the photo, print adequate copies so the officer can satisfy the requirements of Table 1. Provide the officer or designated representative with a high quality copy negative to meet future printing requirements. BVISCs will mail the original color negative directly to 11 CS/SCUT-A for permanent retention in the Still Media Record Center. BVISCs supporting ANG GOs or Brig Gen (Sels) should maintain the color negative for future reprint requirements.

4.4. AFGOMO, HQ USAF/REPS, and NGB-GO/AF. Maintain official photos in the officers' HQ USAF GO Selection Folder and appropriate office files.

Table 1. Distribution of GO Photographs.

R U L E	A	B	C	D
	If the officer is a	then send photos to	and send the following number of prints	and see notes
1	a GO or Brig Gen (sel) on EAD	AFGOMO SAF/PAC HQ AFNEWS 11 CS/SCUT-A	12 8 1 1	1 2
2	a non-EAD USAFR or IMA GO or Brig Gen (sel)	HQ USAF/REPS HQ ARPC/DRG HQ ARPC/PA HQ AFRES/PAI	4 2 2 2	3 1, 2, 3 4
3	a non-EAD ANG GO or Brig Gen (sel)	NGB-GO/AF Unit or State HQ/PA	5 10	1

NOTES:

1. Submit with updated biographical materials.
2. Submit with color negative and copy of current biography.
3. Applies to IMA GOs only.
4. Applies to unit GOs only..

EUGENE E. HABIGER, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF ABBREVIATIONS AND ACRONYMS*****Abbreviations and Acronyms***

AFGOMO—Air Force General Officer Matters Office

AFI—Air Force Instruction

AFR—Air Force Regulation

ANG—Air National Guard

ASA—American Standards Association

Brig Gen—Brigadier General

Brig Gen (sel)—Brigadier General (select)

BVISC—Base Visual Information Support Center

DSN—Defense Switching Network

EAD—Extended Active Duty

GO—General Officer

IMA—Individual Mobilization Augmentee

mm—Millimeter

NGB—National Guard Bureau

OPR—Office of Primary Responsibility

SAF—The offices of the Secretary of the Air Force

SSN—Social Security Number

TP—Training Period

US—United States

USAF—United States Air Force

USAFR—United States Air Force Reserve

UTA—Unit Training Assembly

Addresses

AFGOMO
1040 Air Force Pentagon
Washington DC 20330-1040

SAF/PAC
Attention: Resource Library
1690 Air Force Pentagon
Washington DC 20330-1690

HQ USAF/REPS
1150 Air Force Pentagon
Washington DC 20330-1150

NGB-GO/AF
2500 Army Pentagon
Washington DC 20310-2500

HQ AFNEWS/IICP
203 Norton Street
Kelly AFB TX 78241-6105

HQ ARPC/DRG
6760 East Irvington Place, #3000
Denver CO 80280-3000

HQ ARPC/PA
6760 East Irvington Place, #5450
Denver CO 80280-5450

HQ AFRES/PAI
155 2nd Street
Robins AFB GA 31098-1635

11 CS/SCUT-A
3720 Fetchet Avenue
Andrews AFB MD 20331-5157